



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 8

**Agenda Date:** May 9, 2024

**In Control:** City Council A Session

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**DEPARTMENT:** Finance Department

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

5/9/2024 Annual Contracts

**SUMMARY:**

An ordinance awarding two contracts and a change order to provide the City with commodities and services on an annual basis for the term of the contract for an estimated amount of \$563,000 annually. This ordinance provides the procurement of the following items, as needed, and dependent on the department's available budget, for the term of the contract:

- A. Avery Dennison Corporation for High Intensity Prismatic Sign Sheeting, \$197,000 annually (1 contract, Public Works Department)
- B. NCH Corporation dba Chemsearch FE for Industrial Water Treatment, \$179,000 annually (1 contract, Building and Equipment Services Department)
- C. CDSI, Inc. dba Champion Diversified Services for Window Cleaning Services, \$187,000 annually (1 contract change order, Aviation, Building and Equipment Services, Center City Development & Operations, San Antonio Public Library, and Human Services Departments)

**BACKGROUND INFORMATION:**

The City of San Antonio utilizes annual contracts for procuring high volume repetitive purchases. Annual contracts are an efficient method of securing the best prices through volume purchasing and reducing large amounts of work related to the bid process. Utilization of annual contracts allows the City to procure numerous different commodities in support of the normal daily operations.

Contract procured on the basis of low bid:

A. Avery Dennison Corporation for High Intensity Prismatic Sign Sheeting, \$197,000 annually, upon award through March 31, 2027 with two, one-year renewal options – will allow the purchase of high intensity prismatic sign sheeting materials which will be utilized to construct traffic control signs, work zone devices and delineator posts that are exposed vertically used by the Public Works Department. All sign materials are accepted to use for highway traffic signs by the State of Texas Department of Transportation (TxDOT) and meet specification DMS-8300, Sign Face Materials. The scope of materials includes non-metallized micro prismatic lens reflective sheeting designed for production of reflective durable traffic signs to be used throughout the City.

Cooperative Purchasing

B. NCH Corporation dba Chemsearch FE for Industrial Water Treatment, \$179,000 annually, upon award through March 31, 2025 with two, one-year renewal options – will continue an established industrial water treatment program and provide recurring scheduled maintenance of the industrial water treatment equipment to preserve the safety, reliability and functionality of this equipment at various City facilities, and provide other services pertaining to the equipment, as required by the City.

These services and chemicals will be purchased from NCH Corporation dba Chemsearch FE utilizing Buyboard Cooperative Purchasing contract number 691-23, the Texas Local Government Purchasing Cooperative passed through Ordinance 97097, dated 1/30/2003. The use of the cooperative allows the department access to lower pricing for needed services and chemicals.

Change Order

C. CDSI, Inc. dba Champion Diversified Services for Window Cleaning Services, \$187,000 annually, upon award through September 30, 2024, with one, one-year renewal option – provides commercial interior and exterior window cleaning services for various City locations. This change order adds additional window cleaning services to include the safe moving of the swing stage, and assembling and disassembling of the swing stage for safely cleaning City Tower windows from floor 2 through 19.

**ISSUE:**

These contracts represent a portion of approximately 250 annual contracts that will be brought before City Council throughout the fiscal year. These products and services are used by City departments in their daily operations.

A. Avery Dennison Corporation for High Intensity Prismatic Sign Sheeting

This contract is within the scope of the Small Business Economic Development Advocacy

(SBEDA) Program. However, due to lack of available firms and/or subcontracting opportunities, the Goal Setting Committee was unable to apply a SBEDA tool to this contract.

There were no bids submitted from local bidders for this contract; therefore, the Local Preference Program was not applied.

**B. NCH Corporation dba Chemsearch FE for Industrial Water Treatment**

The Small Business Economic Development Advocacy (SBEDA) Ordinance requirements were waived as the department will be utilizing BuyBoard cooperative contract #691-23 with a non-SBEDA eligible firm NCH Corporation dba Chemsearch FE, and there are no SMWBE subcontractors listed on the HUB plan.

This contract is an exception to the Local Preference Program.

**C. CDSI, Inc. dba Champion Diversified Services for Window Cleaning Services**

This contract is an exception to the Local Preference Program.

Regarding all the contracts listed in this memo, the Veteran-Owned Small Business Preference Program does not apply to good/supplies or non-professional services, so no preference was applied to these contracts.

**ALTERNATIVES:**

Should these contracts and the change order not be approved, City departments will be required to process individual procurements for these items and services on an as needed basis and increased costs due to non-contract buying could be realized adversely affecting timelines of delivery.

**FISCAL IMPACT:**

Funds are not encumbered by this ordinance. All expenditures will be in accordance with the department's adopted budget approved by City Council. Purchases made by the departments are as needed and dependent upon available funds within their adopted budget.

**RECOMMENDATION:**

Staff recommends approval of this ordinance.

These contracts were procured on the basis of low bid, cooperative purchasing, and change order; therefore, a Contract Disclosure Form is not required.